CHILMINGTON MANAGEMENT ORGANISATION

Minutes of CMO Board Meeting

5th March 2025

(APPROVED FOR PUBLICATION)

Attendees: Maria Hadfield (MH), Ben Lockwood (BL), Neil Shorter (NS), Cllr Heather Hayward (HH), Steve Bartlett (SJB), Tom Hodson (TH); Holly Jarvis (HJ) Alex Evans (AE), Alison Breese (AB), Katy Parr (KP)

Apologies:

Chair: Ben Lockwood

Welcome & Declarations of Interest

The meeting was chaired by BL who welcomed the Board. No conflicts of interest were declared.

Approval of Minutes and Matters Arising

The minutes of the meeting of 4th December 2024 were approved.

Action	**Update**	**Who Responsible /Timeframe**
HD will look to put forward another Director to the CMO Board.	7/6 TH unable to commit to timeframe, but will look to submit another HD director. 6/9 Update: No further correspondence received with regards to this. 6/3 Update: TH reaffirmed that Hodson Developments will look to put forward another Director, but did not commit to this. The importance of having a full complement of Directors was pressed as being important for the CMO to be able to carry out its business and how it was important for all parties (not just HD) to put forward Directors where they have the right to do so. HD will not support the appointment of new Developers to the CMO Board. 5/6 No further update given 4/9 Update: HD are unable to commit to a timeframe at this time. 4/12 Update. Not taken invitation to Brooksbanks any further **5/3 Update:** Remains outstanding.	TH
Reach out to Chelmden to nominate a Director to fill their nomination	7/6 BL has sent email to Chelmden, no response received at time of meeting. 6/9 Update: No further correspondence received with regards to this. 6/3 Update: This has been chased twice. 5/6 Pulins have replied and have not put forward a director at this date 4/9 Update: BL is responding to say CMO would like their participation **5/3 Update:** BL has sent a further letter, no reply as of the meeting.	BL

Agree timescales and processes with HD & Jarvis Homes in relation to legal administrative requirements.	6/9 Update: Outstanding 6/3 Update: Outstanding 5/6 HD Outstanding 4/9 Update: Outstanding **5/3 Update:** Outstanding	MH
Prompt Hallets to send through correct information for resales to Knights and RMG	6/3 Update: MH has made contact with limited effect. A meeting has been requested between CMO/Knights/Halletts, waiting for confirmation of dates. 5/6 Several meetings have taken place between Halletts/Knights/CMO and matters are now moving forward 4/9 Update: This continues to move forward **5/3 Update:** Continues to progress	MH
Consider if there is any land available for pond 3 vegetation removal	**5/3 Update:** HD have said that cut reeds can go on land behind their compound.	TH
Ask Alex BDW's plans for clearing allotment space	**5/3 Update:** Outstanding	KP
Ask Daniel Carter to debrief BL for update on HE funding for PS1.	**5/3 Update:** Request was made, but BL has not received an update.	KP
Write to ABC regarding SAGC and Community Stakeholder meetings.	**5/3 Update:** Outstanding	MH/AB
Organise a face to face meeting between CMO/ABC and lead developer to take place in Dec 24/January 2025.	**5/3 Update:** This was unable to be arranged, however, round table meetings are due to happen within the appeal.	MH
Send BMUK contract to NS for review (with clarifications).	**5/3 Update:** Complete and signed,	MH
Talk to Jo Fox regarding getting the bins collected.	**5/3 Update:** Bins are unable to be collected through ABC, contract with Trident Waste collection in process of being set-up.	BL

SUBJECT DISCUSSION AT 5th MARCH 2025 BOARD MEETING:

GOVERNANCE

Risk Register

Amendments were detailed in the accompanying report,
Although, local government devolution for the Ashford area has been delayed, it is likely to happen in the future so will stay on the risk register. All those present agreed with the amendments made.

Policy Updates

Customer Charter: A request was made to add that Residents can contact us by phone through the management company and can write to our registered office.

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There are no material amendments proposed to these policies, any material amendments would be forwarded to the board for approval. Board members were happy for F&R to approve policy amendments.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Amendments to Risk Register	Decision: Approved		
	Non-material amendments of polices to be approved by F&R	Decision: Approved		

MATTERS TO NOTE –TO BE TAKEN ON BLOCK

- Management Accounts Year to 31 December 24
- Finance and Risk Minutes (October 2024 attached)

All matters to note were approved.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date

Any Other Business

The Board offered their thanks to SJB for running the resident forums, SJB in turn thanked KP for her participation.

The feedback from residents and the Parish Council was noted that the CMO did not attend the Pop-Up Cabin. It was explained that the Cabin had been booked for the wrong date by the Parish Council and as a result the CMO were not aware of the event on the day. Board members will be invited to attend the pop-up café in future.

A question was asked regarding the renovations to the Cabin to make suitable for a childcare facility, it was explained that any further investigation into the viability of this is on hold until the S106 is settled, it was suggested that we needed to be ready to make decisions once we know the outcome of the appeal. Plans have been drawn up and presented to F&R. Costs for this were around £40k, it was agreed that this would be parked this until after S106, but the plans will be forwarded to the board.

It was asked if a report could be submitted to the board once a year, on compliance and risk

Barratts ditch: Need to know defined ownership details of the ditch. Have asked for this information for a couple of years. Some work has been done to clear the ditch, but other areas that are inaccessible are not clear of overgrowth.

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An Email has been received from Ian McClintock, to say he is stepping away from attending meetings. BL to write to the three parish councils to ask them to nominate an attendee.

No.	Comment	Decision/Action	Who Responsible	Timeframe/Date
	Send date of next pop-up café to the Board	Action	KP	
	Forward Cabin renovation plans to the Board	Action	MH	
	Ascertain ownership of the ditch along the boundary of Barratt Homes site with David Clarke.	Action	AE	
	Write to three parish councils asking for a nomination to observe CMO Board meetings	Action	BL	

Next Meeting: Wednesday 5th June 2025 – 10am to 12pm – International House

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